


Proposal Submittal Form

<p><b>COLLETON COUNTY, SOUTH CAROLINA,</b> a body politic and corporate and a political subdivision of the State of SC</p>	<p>MAIL TO: Finance-Purchasing ATTN: Ms. Stacy Langdale PO Box 157 Walterboro, SC 29488</p>	
<p><b>REQUEST FOR PROPOSAL</b></p>	<p>HAND CARRY TO: Purchasing Office, Room 208A Harrelson Building, 31 Klein Street Walterboro, South Carolina 29488</p>	
<p><b>Proposals will be accepted until 2:00 PM, Friday, June 12, 2009</b></p>	<p>TELEPHONE NO. (843) 549-5716</p>	
<p>Then Publicly Opened in Room 208</p>	<p><b>PROPOSAL NUMBER: CC-01 Uniform Rental Service for Various County Departments</b></p>	

VENDOR NAME: \_\_\_\_\_

VENDOR ADDRESS: \_\_\_\_\_

CITY-STATE-ZIP: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

(If different from above) \_\_\_\_\_

TELEPHONE NO.(\_\_\_\_\_) \_\_\_\_\_ FAX NO.(\_\_\_\_\_) \_\_\_\_\_

FEDERAL ID NO. \_\_\_\_\_ E-MAIL \_\_\_\_\_

I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this proposal and verify that I am authorized to sign this proposal for the proposer. I further state that the company affiliated with this proposal currently complies with all applicable federal and state laws and directives relative to non-discriminatory practices in employment.

Proposer acknowledges receipt of the following addendum:

Number \_\_\_\_ Dated \_\_\_\_\_

Number \_\_\_\_ Dated \_\_\_\_\_

Number \_\_\_\_ Dated \_\_\_\_\_

Number \_\_\_\_ Dated \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINTED NAME



**Colleton County Purchasing**  
ATTN: Stacy Langdale, Purchasing Manager  
Harrelson Building  
31 Klein Street, Room 208  
PO Box 157  
Walterboro, SC 29488

**ADDENDA NOTIFICATION FORM**

**RFP NO. CC-01**

**Uniform Rental Service for Various County Departments**

The County will attempt to notify all prospective firms of addenda issued to the proposal documents. However, it shall be the responsibility of the firm, prior to submitting their proposal, to contact the Purchasing Officer to determine if addenda were issued, acknowledging and incorporating it into their proposal. If it becomes necessary to revise any part of this request for proposals, an addendum will be posted on the County's website at [www.colletoncounty.org](http://www.colletoncounty.org). It is the responsibility of the Vendor to check the website for addendum up to the time of the proposal closing.

As Addenda are considered binding as if contained in the original specifications, it is critical that the Consultant acknowledge receipt of same. The submittal may be considered void if receipt of an addendum is not acknowledged.

If you would like to request notification of any addenda that may be issued regarding this project, please complete the form below and return via fax to 843-549-7215, attention Stacy Langdale, Purchasing Manager. This form may also be completed, scanned and e-mailed to Stacy Langdale at [slangdale@colletoncounty.org](mailto:slangdale@colletoncounty.org).

By completing and returning this form, you are requesting notification of addenda that may be issued regarding this specific project only.

COMPANY NAME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_



**Colleton County Finance/Purchasing**  
ATTN: Stacy Langdale, Purchasing Manager  
31 Klein Street, Room 208  
Walterboro, SC 29488

**STATEMENT OF NON SUBMITTAL**

If you **do not** intend to submit a proposal on this service, please return this form to the above address immediately, fax to 843-549-7215, or e-mail to [slangdale@colletoncounty.org](mailto:slangdale@colletoncounty.org) . If this statement is not completed and returned, your company may be deleted from the Colleton County list for this service.

We the undersigned, have declined to submit a proposal on the requested service **RFP NO. CC-01 Uniform Rental Service for Various County Departments** for the following reason(s):

- Insufficient time to respond to the Request for Proposal.
- We do not offer this service.
- Our schedule would not permit us to perform.
- Unable to meet bond/insurance requirements.
- Unable to meet proposal specifications.
- Specifications are unclear (explain below).
- Remove us from your vendors' list for this service.
- Other (specify below).

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Company name: \_\_\_\_\_

Signature: \_\_\_\_\_

Telephone: \_\_\_\_\_ Date: \_\_\_\_\_

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INSTRUCTIONS TO PROPOSERS

Proposals will be considered as specified herein or attached hereto under the terms and conditions of this proposal.

1. **Submit an original, so identified, and five (5) complete duplicate copies of the Proposal including a completed W-9 form and Certificate of Insurance for your agency in a sealed opaque package with the proposal number as well as the time and date for opening prominently marked on the outside. A sample contract needs to be included for review.**
2. Proposals must be submitted to or at the time, date and exact location specified to be considered. No late proposals, telegraphic, telephonic, or electronic proposals will be accepted.
3. All proposals shall be signed by an authorized officer or employee of the offerer.
4. All information requested of the offerer shall be entered in the appropriate space on the original forms. Failure to do so may be grounds for disqualification.
5. All information shall be entered in ink or typewritten. Mistakes may be crossed out and corrected prior to submission, if initialed by the person signing the proposal.
6. Corrections and/or modifications received after the closing time specified will not be accepted.
7. Proposal Closing. At the time that proposals are opened, the only information that will be released is the names of the participating proposers. No other information will be provided before the ranking of bidders and the issuance of award.
8. Prices will be considered net if no discount is shown.

GENERAL CONDITIONS

1. Colleton County reserves the right to award proposals received on the basis of individual items, groups of items, or the entire list of items; to reject any and all proposals; and to waive any technicalities.
2. Unit prices will govern over extended prices.
3. In case of tie proposals, price and quality being equal, preference shall be given to Colleton County vendors. In every case, Colleton County reserves the right to make awards deemed to be in the best interest of the County.
4. The Evaluation of the proposals and the determination as the equality of the product offered is the responsibility of Colleton County, and will be based on information furnished by the offerer in the proposal.
5. Unless otherwise indicated in the proposal notice, prices must be firm, and remain in effect for ninety (90) days. Ambiguous proposals which are uncertain as to fees, delivery, or compliance with specifications may be rejected or disregarded.
6. Brand names and numbers, when used, are for reference only to indicate character or quality desired and do not indicate a preference.
7. Equal items will be considered; equal items shall state the brand name or quality; and Colleton County's determination of what shall constitute equality shall be final and conclusive.

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8. When brand name, number, or level of quality is not stated by the offerer, it is understood that the offer is exactly as specified.
9. Sales, use, or excise taxes must not be included as any part of the proposal price. These taxes, as well as any handling and shipping charges, must be shown as separate items. Shipping charges will be considered as a factor in determining awards.
10. Samples of any articles deemed necessary shall be furnished free of any cost to Colleton County. These samples may be retained for future comparisons. Any samples not destroyed by testing or not retained for comparisons will be returned to the offerer at the offerer's expense upon request.
11. The successful offerer shall indemnify and hold harmless Colleton County, its officers, agents, and employees, from all suits or claims of any character brought by reason of infringing on any patent, trade mark, or copyright.
12. In case of default by contractor, Colleton County reserves the right to purchase any or all items in default in open market, charging the contractor with any excess costs. Periods of performance may be extended if the facts as to the cause of delay are justified in the opinion of the proper Colleton County officials.
13. Failure to Perform: If, during the term of this contract, the vendor should refuse or otherwise fail to perform any of its obligations under the contract, the County reserves the right to: 1) Obtain the goods or services from another vendor; and/or 2) Terminate the contract; and/or 3) Suspend the vendor from bidding for a period of up to 24 months. If the County exercises this right, the County shall not be responsible for any portions of this contract, nor shall the County be responsible for any pro-rata billings, partial work completed, parts ordered, supplies, or any other vendor related costs related to the cancellation of this contract.
14. Billing for all services will be charged on a per service billing for each individual department and invoiced monthly with a thirty (30) day net payment schedule. Invoices should be separated by individual employee and separated by department and sent to that department accordingly.
15. Uniforms for the Solid Waste Department are to be picked up, delivered, and invoiced to **Solid Waste, ATTN: Johnny Bartley, 3288 Green Pond Hwy., Walterboro, SC 29488**  
Uniforms for the Public Works Department are to be picked up, delivered, and invoiced to **Public Works, ATTN: William Washington, 113 Mable T. Willis Blvd., Walterboro, SC 29488**  
Uniforms for the Fleet Management Department are to be picked up, delivered, and invoiced to **Colleton County Fleet Management, ATTN: John Stieglitz, 113 Mable T. Willis Blvd., Walterboro, SC 29488**  
Uniforms for the Fleet Management Department are to be picked up, delivered, and invoiced to **Colleton County Facilities Management, ATTN: Ron Shoupe, 213 North Jefferies Blvd., PO Box 157, Walterboro, SC 29488**

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GENERAL PROVISIONS

1. **ORDER OF PRECEDENCE:** In the event of inconsistency between the provisions of this solicitation, the inconsistency shall be resolved by giving precedence in the following order: (A) Colleton County Ordinance Number 2000-0-21 as amended, (B) The proposal schedule and instructions to offerers, (C) General conditions, (D) General provisions, (E) Other provisions of the contract whether incorporated by reference or otherwise, and (F) the Specifications.
2. **S.C. LAW CLAUSE:** Upon award of a contract or Purchase Order under this proposal, the person, partnership, association, or corporation to whom the award is made must comply with the laws of South Carolina which require such person or entity to be authorized and/or licensed to do business in this state. Notwithstanding the fact that applicable statutes may exempt or exclude the successful offerer from requirements that it be authorized and/or licensed to do business in this state, by submission of this signed proposal, the offerer agrees to subject itself to the jurisdiction and process of the courts of the State of South Carolina, to all matters and disputes arising or to arise under the contract and performance thereof, including any questions as to the liability for taxes, licenses, or fees levied by the State.
3. **EXCUSABLE DELAY:** The contractor shall not be liable for any excess costs if the failure to perform the contract arises out of causes beyond the control and without the fault or negligence of the contractor. Such causes may include, but are not restricted to acts of God or of the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case the failure to perform must be beyond the control and without the fault or negligence of the contractor. If the failure to perform is caused by the fault of a subcontractor, and if such default arises out of control of causes beyond the control of both the contractor and subcontractor, and without the fault or negligence of either of them, the contractor shall not be liable for any excess costs for failure to perform, unless the supplies or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the contractor to meet the required delivery schedule.
4. **AWARD CRITERIA:** Award will not be issued based solely on price as this award is considered a professional service. Colleton County will consider the proposal to be most advantageous to its own interests. References will be contacted and considered as part of the award criteria based on information provided related to the service history and uniform quality. The County will weigh pricing at 45 points, Uniform Tracking System at 30 points, Quality Control at 15 points, and References/Service Capabilities at 10 points.
5. **SPECIFICATIONS:** Any deviation from specifications in the proposal solicitation must be clearly pointed out; otherwise, it will be considered that the items offered are in strict compliance with these specifications, and the successful offerer will be held responsible therefore. Unless otherwise stated, it is understood and agreed that any item offered or shipped on this proposal shall be new and suitable for storage or shipment, and that prices include standard commercial packaging.
6. **RESPONSIBILITIES:** The offerer must assume that any purchase, responsibility, insurance, and action or activity which is necessary for the satisfactory operation of the services requested in the request for proposal, but which is not specifically designated as a Colleton County responsibility, is a responsibility of the Contractor's operation, and the offerer shall include these in the response to this request for proposal accordingly.
7. **INSURANCE:** Upon award of the contract or Purchase Order under this proposal the contractor shall maintain, throughout the performance of its obligations a policy or policies of **Worker's Compensation** insurance with such limits as may be required by law, and a policy or polices of **general liability** insurance insuring against liability for injury to, and death of, persons, and damage to, and destruction of, property arising out of, or based upon, any act or omission of the contractor or any of its subcontractors of their respective officers, directors, employees or agents. Such general liability insurance shall have limits sufficient to cover any loss or potential loss resulting from this contract. **Prior to commencing work hereunder, Offeror, at his expense, shall furnish insurance certificate showing the certificate holder as Colleton County, PO Drawer 157, Walterboro, SC 29488, Attention: County Purchasing and with a special notation naming Colleton County as an additional insured on the liability coverage.**
8. **AUDIT:** Contractor's records which pertain to this Contract shall be open for inspection and/or audit by the County upon request for a period of five years after each contract year. For audit purposes, the Contractor shall maintain actual costs related to this contract, including but not limited to, supply costs, rental costs, personnel costs, etc., for a period of five years after each contract year.

PROPOSAL PROCEDURES MUST COMPLY WITH THE PROVISIONS OF SC LAW AND REVISED  
PURCHASING ORDINANCE NUMBER 2000-0-21 AS AMENDED.

## **SCOPE OF WORK FOR UNIFORM SERVICES**

### **PURPOSE:**

The purpose of this scope of work is to describe the requirements of the Colleton County Facilities Management, Solid Waste, Fleet Management, and Public Works Departments for the rental of employee uniforms and other service items.

### **ADDENDUM TO PROPOSAL:**

If it becomes necessary to revise any part of this request for proposals, an addendum will be posted on the County's website at [www.colletoncounty.org](http://www.colletoncounty.org) and will be provided via e-mail to all vendors receiving this request for proposals. All amendments issued by Colleton County must be acknowledged in writing by vendor. It is the responsibility of the Vendor to check the website for addendum up to the time of the proposal closing.

### **CONTRACT TERM:**

The intent of this proposal is a resulting multi-year contract for a total of three years from the date of award by Colleton County Council. **Proposal prices shall remain firm for the entire term of the contract.** If any reduction in price is announced during the life of this contract, the County shall receive the benefit of such reduction.

Vendor shall agree that this agreement is contingent upon the County's appropriation of funds. The Vendor agrees that if funds are not appropriated, an unconditional thirty (30) day written notice of cancellation may be submitted.

Sub-contracting services shall not be allowed.

### **RENEWAL OPTION:**

This agreement may be extended by mutual consent of both parties for a period of two consecutive one year terms provided the Vendor agrees to extend under the same unit price(s), terms & conditions and that the service provided has been satisfactory to the County.

### **USING AGENCIES AND DEPARTMENTS:**

Although certain Colleton County departments may have been specified herein as users, the prices, terms and conditions specified in this proposal shall apply to any Colleton County department that may wish to utilize the contract.

The Vendor is not authorized to make substitutions or provide any additional items on this contract unless approved by the Director. Changes made without the knowledge or approval of the Director will result in non-payment of the additional cost and may result in cancellation or non-renewal of the contract.

### **TIME OF DELIVERY:**

Vendors shall pickup soiled laundry & other rental items as well as deliver clean laundry & items once each week at each facility. Pickup and delivery shall occur on the same day and at the same approximate time each week and shall be coordinated with the Director for each facility. The vendor shall be responsible for notifying each facility at least one week in advance of any change in schedule due to holidays, etc.

Freight shall be FOB destination to the shipping address specified by the ordering County department. The Vendor shall be responsible for all freight charges.

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In the event of a holiday or other County closing on a scheduled pickup or drop off date, a pre-arranged schedule needs to be made to facilitate the pickup and delivery of uniforms on another day during that week. The plan for rescheduled pickups or deliveries is to be reviewed and approved by the Departments with an approved copy of the plan sent to the Finance Department to include in the contract file by August 1<sup>st</sup> of each year of the contract.

**REFERENCES:**

A list of four (4) references needs to be provided including the business name, contact person, address, phone number, and years of service with that company. The total number of employees serviced with each company should be provided as well. **References will be contacted, and the reports they provide on service history and uniform quality will be considered as part of the award criteria.**

**INITIAL ISSUE OF UNIFORMS:**

The first issuance of uniforms **shall be new never worn uniforms.** There shall be no Prep Charges for the initial issuance of uniforms. From that point forward, garments must be maintained by the Vendor at an acceptable level as determined by County. Maintenance will be performed through weekly inspection, proactive repairs and replacements as needed. Garments will be aged per initial issuance.

During the length of the contract, **NEW EMPLOYEES** will receive new garments. Vendor agrees to provide temporary uniforms within one (1) week and new uniforms within three (3) weeks. The **total** set up cost to add new employees to a department with a breakdown of fees included to arrive at that total should be included on the price breakdown sheet.

The Vendor shall be responsible to provide, and sew on the necessary **EMBLEMS** to each set of uniforms at no additional initial charge to the County. **Glue and other adhesives will not be accepted.** Samples of emblems may be submitted along with proposals. Pricing for both screened and embroidered emblems shall be supplied.

For the purpose of this contract, a uniform shall consist of one pair of trousers and one shirt (long and/or short sleeved). Based on a five (5)-day workweek, the total requirement is eleven (11) sets per individual in order to provide proper rotation for laundering on a weekly basis. Due to the workweek of the Fleet Management Department a total requirement of twelve (12) sets per individual is needed in order to provide proper rotation for laundering on a weekly basis.

It shall be the responsibility of the Vendor to measure the employee for the proper fit, to assure that the authorization form is correctly completed, and to return a copy of the authorization form to each Department serviced under this contract.

**OUTFITTING OF UNIFORMS:**

Vendor shall have thirty working days from receipt of a County purchase order to complete the fittings and to furnish all employees with new uniforms. Vendor shall be required to do all fitting on site at each of the County locations. All personnel shall be fitted with care to insure proper sizing, including any unusual or unique sizes necessary to insure comfortable wear, and first class appearance of each individual. Each employee shall be individually measured by trying on sample uniforms.

The Vendor shall during the period of this contract, provide all means necessary for the fitting and altering of uniforms furnished. Uniform size changes should be at no additional charge to the County during the contract period. In the event that a special cut or size is needed, a one time set up fee can be charged upon the issuance of the new uniforms. **This fee should be listed separately in the proposal and only applies to the initial set up of uniforms.** Additional fees involved in the cleaning of said uniforms will not be accepted.

**UNIFORM RENTAL AUTHORIZATION FORM:**

County employees will be required to sign a Uniform Rental Authorization form. This form will show the number of uniforms issued each employee and will serve as a guide to the number of units to be turned in when an employee leaves. The form will be furnished to each of the departments using the rental uniform service by the successful bidder.

**LIST OF NAMES:**

The County will furnish the names of new employees and also of those departing. This information will be furnished to the route person on an as-required basis.

**PURCHASE:**

The Vendor shall agree to sell to the County an employee's uniforms if it is in the best interest of the County and the employee. Conditions of sale would be based on medical or health reasons such as but not limited to allergies and rashes caused by the industrial cleaning process used by the Vendor.

**GARMENTS OWNERSHIP:** It is understood that all garments furnished under this proposal are to remain the property of the vendor unless otherwise noted. In the event that a uniform is damaged and the County is being charged a replacement cost, the County should be given the option of keeping the damaged uniform at no additional cost to the County.

**UNIFORM RETURN:**

At the termination of the contract, or at the termination of an employee, all rental uniforms will be returned to the vendor within thirty (30) working days, and rental on the uniform will cease at that time. Uniforms not returned by the employee will be paid for by the County. Charges for unreturned uniforms will be based upon pro-rated fees as stated at the time of this agreement.

Employees on extended leave, four (4) weeks or longer, will not be charged rental until their resumption of duty. The County is responsible for notifying the Vendor of the employees' leave and return date. Failure to notify the Vendor will justify the Vendor charging rental on the uniforms.

**UNIFORM MAINTENANCE:**

**CLEANING/LAUNDERING**

- All uniforms must be washed, extracted, and tumbled in full accord with the State of South Carolina requirements governing commercial and industrial laundries.
- All uniforms must be laundered using non-allergic detergents or cleaners that leave the garment clean and odor free.
- All garments must be laundered using a microbe inhibiting wash process.
- Uniforms, which retain an offensive smell or residual odor after laundering, will not be acceptable. There will be no charge for garments not cleaned to satisfaction.
- Vendor's wash process must include garment soil separation, i.e. executive wear must not be laundered with standard work uniforms.
- Part of the cleaning process shall include an inspection of all garments to identify needed repairs. Any repair needs identified during the inspection process shall be remedied prior to return of the garment.

## PRESSING

- All uniforms must be neatly pressed/steamed and delivered on hangers.
- Pressing of uniforms shall be in accordance with acceptable standards and the best practices of the industry.
- All executive uniforms shall be neatly pressed by an ironer.

## REPAIR / REPLACEMENT

- All uniforms shall be maintained by the Vendor in a reasonable condition to include the replacement of buttons and the sewing of tattered and torn uniforms.
- Maintenance will be performed through weekly inspection, proactive repairs and replacements as needed.
- All badly damaged or faded uniforms, which are deemed as unfit by the County, shall be replaced by the Vendor during the contract period.
- Executive uniforms may be declared unfit with less evidence of wear than regular uniforms. This includes tears, stains, or fading to the extent that the uniform does not present a professional appearance.
- Repair tags shall be provided to each location at start-up of the contract and as needed throughout the term of the contract.
- Any uniform tagged for repairs shall be returned in a repaired condition with a ticket indicating the repairs have been made, or shall be replaced within one week (next delivery).
- In the event that a repair will take longer than one week, the Vendor shall acknowledge by written communication, fax or e-mail and shall provide a date for delivery of the item.
- Vendor agrees to issue weekly individual credits if items are not returned in one business week. Credits shall continue until the request is fulfilled.
- Replacement of uniforms shall be with new or like new uniforms.**
- Uniforms delivered with rips, holes, missing buttons, and etc. will be sent back and no rental charge shall be paid for that item until it is returned in an acceptable condition.
- Uniforms that fade shall be replaced or have color restored.
- Worn or damaged items as a result of normal wear and tear are to be replaced promptly by the contractor at no cost to the County. The Vendor's "definition" of what constitutes normal wear and tear shall be included in the proposal.
- Any item rejected for use by the County shall be replaced promptly by the contractor to the satisfaction of the County at no cost.

## PICK-UP AND DELIVERY

- Laundered garments shall be returned grouped according to individual employee name and/or number, on clothes hangers. Executive wear shall be placed in polyethylene type bags.
- Every garment must be bar-coded and must be electronically tracked in and out of each facility. A hand-held scanning/computer system should be used and a receipt of pickup and delivery must be left at the time of service.
- A description of uniform pick-up, processing, tracking, and delivery practices must be included in the proposal.
- The contractor will work with customers to identify and keep separate items coming from different departments to avoid mixing and/or loss of inventories.

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- Garment Exchange Lockers and/or a Z-rack must be available. Pricing must be included in the proposal.
- Soiled Garment Bins must be provided to include separate soil bins for executive wear. Include pricing detail for each of the delivery locations.
- Soiled executive garments must be kept separate from soiled industrial uniforms during the transportation process. Detailed description of the transportation processes must be included in the proposal.
- Service complaints will be reported to the Vendor as soon as the County is made aware of such. Vendor will be given twenty-four (24) hours to respond and provide the County with a course of action and timeline to correct the problem.

**TECHNICAL REQUIREMENTS:**

At the current time, the Solid Waste Department consists of nine (9) employees, one (1) foreman, and one (1) department head. The Public Works Department consists of twenty-one (21) employees and one (1) department head. The Facilities Management Department consists of eight (8) male employees, four (4) female employees, and one (1) department head. The Fleet Management Department consists of eight (8) employees and one (1) department head. The potential for 30 additional sets of executive wear is possible contingent upon pricing and funding. These numbers may increase or decrease based on employee turnover and all positions are subject to funding appropriations by County Council.

Minimum specifications for **Industrial Uniform Shirts** for Solid Waste, Facilities Management & Public Works Departments:

- 65/35 Polyester/Cotton
- Seven (7) button fronts
- Collar with sewn-in stays
- Chest pockets with bar-tacked pencil stall
- Color-light blue –striped shirts will be used for supervisors/foreman
- Employees shall have the option to choose long or short sleeves, or a combination of both.
- Two (2) embroidered patches should be on each shirt. One patch should have the employee's name in navy blue. The other should include the County Department Name and logo in navy blue
- **NOTE: Women's shirts must also be available & any pricing difference must be clearly identified**

Minimum specifications for **Industrial Uniform Shirts** for Fleet Management Department:

- Same specifications as above with the following exceptions:
- Color-light gray
- No patches will be used on these uniforms

Minimum specifications for **Industrial Uniform Pants** for Solid Waste, Fleet Management & Public Works Departments:

- 65/35 Polyester/Cotton
- Flat Front
- Button Front Closure & Heavy-Duty Brass Zipper
- Minimum of six (6) belt loops and wide enough to accommodate 2 ¼ " belts
- Quarter-Top Front Pockets
- Darts Over Set-In Back Pockets
- Color-charcoal gray and navy blue respectively

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Minimum specifications for **Industrial Uniform Cargo Pants** for Facilities Management Department:

- 65/35 Polyester/Cotton
- Lined Non-Roll Waistband with Button Closure & Heavy-Duty Brass Zipper
- 2 Pleated Cargo Pockets with Flaps
- Quarter-Top Front Pockets
- Set-In Back Pocket(s)
- Color-khaki and blue
- NOTE: Women's cargo pants shall also be available & any pricing difference must be clearly identified

Minimum specifications for **Industrial Coveralls** (list price for coveralls separately):

- 65/35 Polyester/Cotton
- Zipper front twill
- Two-way brass zipper
- Chest, front, and hip pockets
- Color-navy blue and/or charcoal gray
- Action Back for easy movement

Minimum specifications for **Insulated Coveralls** for Fleet Management Department:

- 65/35 Polyester/Cotton
- Quilted lining
- Full zip front and elastic waist
- Leg-seam zippers
- Hemmed sleeves
- Pockets -2 Quarter-Top, 2 chest, & 2 back

Minimum specifications for **Permalined Jackets** for all Departments:

- Permanent quilted lining
- 65/35 Polyester/Cotton twill shell
- Waste length with solid brass zipper
- Adjustable side tabs
- Side slit pockets
- Button cuffs
- Elastic knit collar, cuffs, and waistband will **not** be accepted
- Color-navy blue for Solid Waste, Facilities Management & Public Works; charcoal gray for Fleet Management
- Two (2) embroidered patches should be on each jacket. One patch should have the employee's name in navy blue. The other should include the County Department Name and logo in navy blue. Jackets for Fleet Management will not use patches.

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Executive uniforms should include eleven (11) sets per individual in order to provide proper rotation for laundering on a weekly basis.

Minimum specifications for **Executive Polo Uniform Shirts** for Solid Waste, Facilities Management & Public Works Directors:

- Cotton/Polyester knit polo style
- Three-button placket
- No curl, contrasting collar
- Contrasting cuffs
- The director's name should be embroidered in the shirt along with the department name and logo
- Color options should be provided

Minimum specifications for **Executive Uniform Shirts** for Fleet Management Director:

- MicroCheck Fabric
- 65/35 Polyester/Cotton
- Seven (7) button fronts
- Banded dress collar with sewn-in stays
- Button-Through chest pockets with bar-tacked pencil stall
- Director shall have the option to choose long or short sleeves, or a combination of both.

Minimum specifications for **Executive Uniform Pants** for Directors:

- Double-pleated front pant
- Heavy-duty brass zipper
- Single hook-and-eye closure
- Dress-style waistband
- Quarter-top front pockets & hip pockets
- Color-according to Department
- Pants need to be pressed and ready to wear

Minimum specifications for **Executive Denim Uniform Pants** for Public Works Director:

- Even split between khaki dress pants specified for Directors and denim blue jeans
- Blue jeans should have five pockets
- Heavy-duty brass zipper
- Riveted button closure
- Rivets at stress points
- Reinforced seams

**ADDITIONAL INFORMATION TO INCLUDE & LIST SEPARATELY IN THE PROPOSAL:**

Describe the process used in pickup and delivery of uniforms (safeguards against shortages, tagging for repair, etc.)

Pricing should be listed in the proposal per employee per week with a projected department total for the year with the department heads being listed separately with a per week total and projected yearly total as well. Coveralls, mats, air fresheners, and shop towels should be listed separately on the breakdown sheet.

Environmental Waste Fees, Energy Surcharges, or Fuel Charges must be detailed in pricing provided.

**ADDITIONAL SERVICES NEEDED:**

**MATS** (List price per mat or scraper) All mats must be ADA approved.

- 4' x 6' Welcome Scraper
- 3' x 5' Walk-Off Mats (qty. 6)
- 3' x 5' Logo Mats (qty. 9)-give pricing to wash the mats we currently have as well as pricing for new mats.

**SHOP TOWELS**

- Shop Towels shall be 100% cotton
- Pricing Structures & Replacement Costs must be detailed in the proposal

**AIR FRESHENERS & DISPENSERS**

- Air Fresheners shall be Timed Aerosol Can Fresheners/Dispensers

**CONFIDENTIALITY**

By submitting a proposal in response to this solicitation, a respondent acknowledges that Colleton County is a governmental entity subject to South Carolina Public Records Law. The respondent further acknowledges that any material or documents provided to Colleton County may be "public record" and, as such, may be subject to disclosure to, and copying by, the public unless otherwise specifically exempt by statute. Should a respondent provide Colleton County with any materials which it believes, in good faith, contain information which would be exempt from disclosure or copying under South Carolina law; the respondent shall indicate that belief by typing or printing, in bold letters, the phrase "Proprietary Information" on the face of each affected page of such material. The respondent shall submit to Colleton County both a complete copy of such material and a re-dated copy in which the exempt information on each affected page, and only such exempt information, has been rendered unreadable. In the event a respondent fails to submit both copies of such material, the copy submitted will be deemed a public record subject to disclosure and copying regardless of any annotations to the contrary on the face of such document or any page(s) thereof.

## **FACTORS TO BE CONSIDERED IN AWARD OF PROJECT**

All Proposals will be evaluated based on the responding Vendor's experience, technical ability, project approach and cost.

The following factors will be used in evaluating the proposals. They are listed in descending order, with the most weight given to the first and the least weight to the last.

- Cost Proposal **45 pts.**
- Uniform Tracking System - pick-up, transportation, processing, tracking, & delivery practices **30 pts.**
- Quality Control Measures **15 pts**
- References **10 pts**

The County will negotiate a Contract with the most responsive and highest qualified Vendor for uniform rental services, at a compensation which is considered to be fair and reasonable to the County. In making this decision, the County shall take into account the established value, the scope, the complexity, and the professional nature of the services to be rendered. Should the County be unable to negotiate a satisfactory contract with the Vendor considered being most responsive and qualified, negotiations with that Vendor shall be formally terminated. Negotiations will then proceed with the remaining ranked Vendors in the same manner until an agreement is reached.

This solicitation does not commit the County to award a contract, to pay any costs incurred in the preparation of qualifications and proposals submitted, or to procure or contract for the services. The County reserves the right to accept or reject any, all, or any part of offers received as a result of this request, to negotiate with all qualified Vendors, or to cancel in part or in its entirety this Request for Proposals if it is in the best interest of the County.

## **PROJECTED SCHEDULE**

Deadline for Questions	June 8, 2009
Proposal Due Date	June 12, 2009
Evaluation Committee Short List Meeting	June 16, 2009
Vendor Presentations (if necessary)	June 23, 2009
Approval of Contract by County Council	July 7, 2009
Uniform Fittings	July 15, 2009
All Employees Outfitted in New Uniforms	September 1, 2009

Colleton County  
Request for Proposals CC-01  
Uniform Rental Service for Various County Departments

**CONSULTANT EVALUATION FORM  
COLLETON COUNTY, SOUTH CAROLINA**

<b>PROJECT DESCRIPTION</b>  Uniform Rental Services	<b>DATE</b>
<b>PROPOSING FIRM</b>	<b>PROJECT NO:</b>  CC-01

Evaluation Criteria	Value	Assigned Value	Score
<b>I. Cost Proposal</b>	1-45		=
<b>II. Uniform Tracking System Processes</b> <ul style="list-style-type: none"> <li>•Pick-Up</li> <li>•Transportation</li> <li>•Processing</li> <li>•Tracking</li> <li>•Delivery</li> </ul>	1-30		=
<b>III. Quality Control Measures</b>	1-15		=
<b>IV. References</b>	1-10		=

**REMARKS:** The value assigned is judged on a scale of 1 through 5, with 5 being the highest possible value.

**TOTAL SCORE** \_\_\_\_\_

-----  
Evaluation Committee Member Signature

**VENDOR REFERENCES**

The following information is required in order that your proposals may be reviewed and properly evaluated.

Company Name: \_\_\_\_\_

Length of time company has been in business: \_\_\_\_\_

Local Commercial and/or Governmental References that you have previously performed similar contract services for:

\_\_\_\_\_  
Company

\_\_\_\_\_

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Years of Service w/ this Company

\_\_\_\_\_  
Company

\_\_\_\_\_

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Years of Service w/ this Company

\_\_\_\_\_  
Company

\_\_\_\_\_

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Years of Service w/ this Company

\_\_\_\_\_  
Company

\_\_\_\_\_

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Years of Service w/ this Company

Colleton County  
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Uniform Rental Service for Various County Departments

**PROPOSAL BREAKDOWN SHEET** (Page 1 of 2)

ITEM TYPE	SPECIFICATIONS	INVENTORY ISSUED	RENTAL RATE PER PIECE	RENTAL WEEKLY RATE	REPLACEMENT RATE PER ITEM
Work Shirt	Industrial Men's Shirt	11			
Work Shirt	Industrial Women's Shirt	11			
Work Pants	Industrial Men's Pants	11			
Work Pants	Industrial Women's Pants	11			
Work Pants	Industrial Men's Cargo Pants	11			
Work Pants	Industrial Women's Cargo Pants	11			
Coveralls	Industrial Coveralls	2			
Coveralls	Insulated Coveralls	8			
Jackets	Permalined Jackets	2			
Executive	Men's Polo Shirts	11			Price to purchase shirts (will be direct embroidered)
Executive	Women's Polo Shirts	11			
Executive	MicroCheck Uniform Shirt	11			
Executive	Pleated Uniform Pants	11			
Executive	Denim Uniform Pants	11			

ITEM TYPE	INVENTORY	WEEKLY USAGE	UNIT RATE	WEEKLY RATE	REPLACEMENT RATE
Welcome Scraper 4 x 6	2	1			
Walk-Off Mats 3 x 5	12	6			
Logo Mats 3 x 5	18	9			
Shop Towels-small	Give pricing per 100 towels				

<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Vendor Initials
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Colleton County  
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ITEM TYPE	INVENTORY	WEEKLY USAGE	UNIT RATE	WEEKLY RATE	REPLACEMENT RATE
Timed Air Freshener Dispensers	2	2			
Aerosol Can Air Freshener	2	2			

DESCRIPTION	FEE CHARGED
Uniform Size Upcharge (fee is charged for sizes _____ & over)	
Service Charge	
Fuel Service Charge	
Environmental Fee	
Name Emblems (sewn on) Screen Print	
Name Emblems (sewn on) Embroidered	
Direct Embroidery Charges on Executive Polo Shirts	
Preparation Charges (total set up cost) for New Employees	
_____	
_____	
_____	
_____	
_____	
Other Charges (Provide Detail)	

**Provide Pricing & Descriptions for Garment Exchange Lockers:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Price per Z-rack to include frequency** (ie. weekly, monthly, term of contract) \_\_\_\_\_

**VENDOR NAME:** \_\_\_\_\_

**VENDOR SIGNATURE:** \_\_\_\_\_